



August 10, 2010

Niko Johnson  
Executive Director  
Domestic Violence & Sexual Assault Coalition  
PO Box 484  
Grass Valley, Ca 95945

**SUBJECT:** Performance Assessment Report  
**GRANT #:** DV09201329 & DR09011329  
**RECIPIENT NAME:** Domestic Violence & Sexual Assault Coalition

Dear Ms. Johnson,

Thank you again for your time on July 30, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit, I have identified the following areas which need corrective action.

**California Environmental Quality Act (CEQA)**

Finding: Current CEQA documentation was not on file.

Citation: Recipient Handbook Section 2153 requires all Cal EMA funded projects to certify compliance with CEQA. A copy of the CEQA compliance memo or other certification must be completed once during the project's grant award cycle. The original copy must be retained on file for review during site and monitoring visits by Cal EMA staff.

Corrective Action: None required. The project has made repeated efforts to obtain CEQA documentation from the local authorities. At this time, the project is unable to obtain CEQA documentation due to the fact they do not own any of the property they utilize.

**Proof of Authority**

Finding: The project lacks documentation authorizing the Executive Director to apply for Cal EMA grants.

Citation: The Recipient Handbook Section 1350 states, "All recipients, except for State Agencies, are required to obtain written authorization from the city council/ governing board that the official executing the agreement is, in fact, authorized to do so (e.g. a Resolution, pertinent Minutes, or a letter from the Board Chair). Recipients must maintain this written authorization on file and make it available on demand."

Corrective Action: The Executive Director will need to go before the board and obtain written authorization giving the Executive Director permission to conduct business including the authority to apply for and execute policy related to the Grant Award

Agreement with Cal EMA. This resolution should be sought annually, prior to the beginning of the new grant year (fiscal year). A copy of this resolution should be submitted to Cal EMA no later than **January 30, 2011**.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please sign the cover page and return a copy of the page to me by **Friday, September 10, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the site visit please contact me at 916.324.9104 or [Jason.Stalder@calema.ca.gov](mailto:Jason.Stalder@calema.ca.gov).

Jason Stalder  
Criminal Justice Specialist  
Domestic Violence Section

Enclosures

C: Cal EMA R&R Logistics